

Northeast Indiana FaithWorks Workforce Initiative Leadership Academy Curriculum Overview

The Leadership Academy will provide training to individuals and organizations on the fundamentals of effective non-profit management. Local, state and national-level trainers in the areas identified as the most challenging to grassroots faith-based and community organizations will provide a series of workshops and seminars.

In addition to the workshops and seminars, print resources will be provided. Demystifying Grant Seeking, by Brown and Brown, Measuring Program Outcomes: A Practical Approach, published by the United Way of America, and Getting the Most Out of Your Project and Proposal, by Jamie D. Levy are the three primary texts that will be used throughout the Academy. Participants will also receive a resource manual containing print materials, Web-based resources and other information to augment their learning experience.

Academy Curriculum

Session I: Welcome and Orientation

Date: Monday, March 10, 2003

Time: 5:00 p.m. – 8:00 p.m.

Location: City County Building, Omni Room

Participants will:

- Receive an orientation to the Northeast Indiana FaithWorks Workforce Initiative and the Leadership Academy
- Become acquainted with other participants
- Develop a rudimentary understanding of the role and responsibilities of leaders in a non-profit agency

Session II: Fundraising for Small Non Profits (presented by the Indiana University Fund Raising School, in partnership with the Indiana Youth Institute and the FaithWorks Leadership Academy)

Date: Tuesday & Wednesday, March 11 – 12, 2003 (2 Day Workshop)

Time: 8:00 a.m. – 5:00 p.m.

Location: Fort Wayne Museum of Art, Auditorium

Participants will:

- Learn how to build a convincing case for financial support
- Know how to select the donors and markets best suited to their organization
- Choose the right fund raising vehicle for their organization

Session III: Assessing Community Needs

Date: Tuesday, March 18, 2003

Time: 9:00 a.m. – 12:15 p.m.

Location: Fort Wayne Community Foundation, Conference Room

Participants will:

- Identify, and use data to document, community issues and needs
- Understand root causes of issues and identify ways to address them
- Learn effective strategies to address issues
- Receive data and information resources pertinent to the Allen County community

Session IV: Developing Effective Programs

Date: Tuesday, March 25, 2003

Time: 9:00 a.m. – 12:15 p.m.

Location: Fort Wayne Community Foundation, Conference Room

Participants will:

- Learn the logic modeling process for developing effective programs
- Develop a logic model and outcomes measurement framework

Session V: Board Development

Date: Tuesday, April 8, 2003

Time: 9:00 a.m. – 12:15 p.m.

Location: Ft. Wayne Museum of Art, Auditorium

Participants will:

- Identify their organization's values
- Understand the role of the board
- Assess the effectiveness of their board
- Develop a plan for strengthening their board

Session VI: Funding Opportunities

Date: Tuesday, April 15, 2003

Time: 9:00 a.m. – 12:15 p.m.

Location: Fort Wayne Community Foundation, Conference Room

Participants will:

- Learn how to find/research funding sources to support their program(s)
- Be able to ascertain whether their program goals match those of funder
- Understand the role of funders and their relationship to grant seekers and grant recipients
- Understand the responsibilities of grant recipients

Session VII: Proposal Writing

Date: Thursday, April 24, 2003

Time: 9:00 a.m. – 2:30 p.m. * Note: this meeting is on Thursday and meeting time is extended.

Location: Fort Wayne Community Foundation, Conference Room

Participants will:

- Learn components of successful grant proposals
- Write a case statement
- Be able to articulate their program's goals and objectives

Session VIII: Developing Your Strategic Plan

Date: Tuesday, May 6, 2003

Time: 9:00 a.m. – 12:15 p.m.

Location: Department of Workforce Development, Conference Room

Participants will:

- Know how to develop and follow a strategic plan for their organization

Session IX: Reflection and Celebration Luncheon

Date: Monday, June 30, 2003

Time: 11:30 a.m. – 1:00 p.m.

Location: Fort Wayne Community Foundation, Conference Room

Participants will:

- Reflect on their learnings in the Academy
- Set goals for continuing their professional development
- Celebrate with invited guests

Seminars

Participants will be invited to attend three seminars for in-depth training on subject matter identified as most challenging to grassroots non-profit organizations. These seminars will be co-sponsored by local organizations and the FaithWorks Workforce Initiative.

Seminar: Financial Management (REQUIRED)

Presenter: Anne Howden, LarsenAllen Public Service Group

Dates: May 3, May 31, and June 28, 2003

Time: Saturday, May 3, 9:00 a.m. – 2:30 p.m. (lunch included)

Saturday, May 31, 9:00 a.m. – 3:00 p.m. (lunch included)

Saturday, June 28, 9:00 a.m. – Noon (lunch included)

Location: Fort Wayne Community Foundation, Conference Room

Seminar: Building Effective Boards (Optional)

Presenter: Robert Andringa, author of The Non-Profit Board Answer Book

Date: April 29, 2003

Time: To be announced

Location: IPFW, Walb Union Ballroom

Seminar: Bridges Out of Poverty: Strategies for Professionals & Providers Working with Clients in Poverty (Optional)

Presenter: Dr. Ruby K Payne

Date: May 5, 2003

Time: 8:30 a.m. – 4:30 p.m.

Location: Lutheran Hospital, Kachmann Auditorium